



# USAID | INDIA

FROM THE AMERICAN PEOPLE

USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position:

- Advertisement No.** : USAID/11-02
- Position Title** : Program Management Specialist (Forestry / Sustainable Landscapes)
- Number of Positions** : One (1)
- Office** : Clean Energy and Environment Office (CLEEO)
- Grade** : FSN-12
- Location** : The position is based at New Delhi.
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 am to 5:00 pm
- Education** : A minimum of a Master's Degree in natural science, environmental studies, forestry, agriculture, ecology, engineering, or business administration, or a closely related field. Additional training in marketing, finance, and/or trade is desired. A PhD in the above or a related field is strongly desired.
- Experience** : Minimum of ten years of progressively responsible professional-level experience in the environmental sector, which should have included research in the economics of environmental management, environmental policy analysis, environmental development program administration, and/or business development in the environmental sector with a focus on forestry /sustainable landscapes, is required. A significant portion of this work should have been performed in working for USAID, other donor agencies, GoI organizations, or private-sector institutions, which included a strong research component, project design, performance monitoring, and/or the analysis and interpretation of large amounts of data. Recent experience in the area of clean environmental program/project development, as applied to economic growth and economic reform programs for improving environment management, is highly desirable.
- Duties** : This is an exciting time for USAID/India's environment program. As a response to President Obama's Global Climate Change (GCC) Initiative, in January 2010 USAID/India established the new Clean Energy and

Environment Office (CLEEO) at the U.S. Embassy compound in New Delhi. With a fiscal year 2010 budget of U.S. \$22 million, CLEEO is developing new initiatives in forestry, clean energy, and water. This new programming represents the agency's largest bilateral climate change portfolio in the world. To launch these new initiatives, at the end of September 2010 USAID/India signed new bilateral agreements with the Ministry of Environment and Forests (MOEF), Ministry of New and Renewable Energy (MNRE), and the Ministry of Power (MOP).<sup>1</sup> In addition to new programming, CLEEO manages ongoing energy and urban water and sanitation programs with a life of project value of \$134 million. Forestry/sustainable landscapes represents one of the largest parts of CLEEO's portfolio of programs.

During his visit to New Delhi in November 2010, U.S. President Obama announced USAID/India's new Partnership for Land Use Science (Forest-PLUS) program. This 5-year, \$28 million program is being implemented in conjunction with MOEF.

Program Management Specialist (Forestry/Sustainable Landscape) provides substantial assistance to overall Mission planning and the preparation of new programs and activities within the environmental sector. The Specialist works closely with staff members of USAID/India, the USG, international donors, NGOs, and GoI, and Indian State governments to evaluate and utilize results and lessons-learned from prior and on-going investments in the environment and forestry sector. The Specialist provides technical advice and leadership in the conceptualization, development, design, administration, and monitoring of USAID/India environmental, forestry/reforestation, and climate change mitigation development portfolios, and represents the Mission and the USG in the highest-level interagency settings, and with the GoI and Indian State governments. The Specialist is responsible for the following duties:

**Environmental Policy Analysis and Research.** The Specialist provides analysis of the latest research on relevant environmental policy interventions, and designs or participates with considerable weight in designing, new clean environmental, forestry/reforestation, and climate change mitigation interventions for immediate implementation. The Specialist undertakes substantive policy research and analysis into cutting edge progress in the

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<sup>1</sup> See copies of the bilateral agreements on USAID/India's website at [www.usaid.gov/in](http://www.usaid.gov/in).

pursuit of alternatives for implementing environmental programs; work includes close collaboration with the GoI and Indian State researchers in order to develop a better understanding of key challenges and policy impediments to environmental, forestry/reforestation, and climate change mitigation activities in India; and liaison with GoI agencies, international donors, private-sector businesses, and international bilateral and multilateral development institutions on power environmental policy reform and related subjects.

The Specialist assesses existing research, analyses, and economic modeling conducted in India and the South Asia region for possible use in constructing analytical foundations for USAID, Mission, and USG environmental, forestry/reforestation, and climate change mitigation strategies, and future interventions in the environmental sector. The Specialist keeps the CLEEO team abreast of current environmental-related research and significant events in India; advises senior Mission management and others of environmental, forestry/reforestation, and climate change mitigation development activities and programs impacting on USAID activities in the sector; conducts consultations with stakeholders, including the private sector, and tracks legislative developments related to the environment; and, collects, analyzes, and synthesizes information to inform and strategically guide USAID and USG program planning. The Specialist utilizes existing and new environmental policy analyses to define and identify policy reform interventions, especially those that leverage innovative interventions, incorporate technological solutions, focus on the role of women in the environmental sector, and can be scaled up in multiple contexts.

**Conceptualization and Planning.** The work includes a substantial conceptualization and a major planning component, resulting in project papers, gap analyses, and design documents for environmental, forestry/reforestation, and climate change mitigation development programs that potentially lead to radical changes to existing strategies, policies, and procedures and the sector, and often lead to continued research on social and economic factors pertaining to the environment in India. The Specialist provides contributions to the development of overall Mission conceptual frameworks, and formulates plans for their implementation. The Specialist prepares concept papers and other relevant documents and initiates, and describes and justifies project ideas and initiatives in accordance with the sector strategy, the current development environment in

India, the institutional capabilities and purposes of potential USAID recipients, resource availability, and funding sources. The Specialist analyzes and conducts field trips to ground-truth research efforts and concepts, as appropriate or requested; attends relevant meetings locally and internationally in order to develop contacts, gather information, and represent USAID and the USG; and, establishes and maintains contacts with high-level GoI and State officials and their offices, in dealing with issues related to USAID environmental activities. The Specialist identifies potentially needed policy and institutional reforms, in order to provide a timely response to meet urgent Indian and international concerns relating to sustainable environmental, forestry/reforestation, and climate change mitigation activities in India.

**External Coordination.** Program Management Specialist develops and sustains close collaborative, professional relationships with GoI and Indian State officials at the highest levels, senior officials of other USG agencies, key industry and business leaders in India, other major donors, and international organizations. The Specialist ensures effective coordination of USAID-funded activities with those of other donors working in the Indian environmental sector. The Specialist promotes the expansion of effective strategies and approaches that can serve to expand the coverage and quality of environmental, forestry/reforestation, and climate change mitigation programs. The Specialist represents CLEEO, the entire environment team, the Mission, and the USG to stakeholders and external development partners in a wide variety of fora sponsored by USAID development partners, at conferences and workshops, donor subgroup meetings, and other relevant forums on the environment and its economic development impact; and, in negotiations with the GoI and Indian States on project design and implementation, ensuring that host-country officials at the highest levels are apprised of program progress. The external coordination responsibilities require the Specialist to demonstrate highly developed professional judgment, and to provide technical direction, leadership in the field, and management oversight.

The Specialist supports Indian stakeholders, in order to produce evidence to guide policy change; engages various stakeholders in order to respond to such changes; and, supports the development of a sustainable approach to policy change implementation

The incumbent will supervise one or more professionals.

<b>Language</b>	:	Fluency in English and Hindi is required.
<b>Knowledge</b>	:	<p>The Specialist must have a substantial grasp of environmental policy issues, and the institutional factors constraining improved environmental management, forestry/reforestation, and climate change mitigation in India; demonstrated coordinative and organizational skills for application within multi-cultural work environments, ideally in an international development assistance setting; and, the ability to manage multiple tasks simultaneously, and to work effectively under pressure. The work requires application of exceptional conceptual, analytical, and reasoning skills, as well as the ability to analyze large amounts of disparate information, and use that information to target a variety of audiences. Experience performing at high levels, with minimal supervision and daily direction, and a strong sense of initiative is required.</p>
<b>Ability &amp; Skills</b>	:	<p>The Specialist must have excellent verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior-level GoI officials, and with public and private organizations, such as primary USAID technical contacts in the development area. The Specialist must have the ability to undertake analysis and understand complex and multi-sectoral programs; the ability to work under pressure and quickly produce results; and be sensitive to USAID relationships with the GoI, other donors, the Embassy, and private and public organizations.</p> <p>Verbal communication skills are also used to explain and interpret GoI attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, counterparts, and peers. Excellent writing skills are required in order to prepare regular and ad hoc reports, documentation of program impacts, and briefing papers. Good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, the development of periodic work plans. Skill in USAID programming, policies, and plans, and in developing strategies for implementing recommendations is required. The ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters, is necessary. The work requires good computer skills in order to complete assigned activities and to achieve set goals and achievements.</p>

**Opening Date for Applications** : February 1, 2011

**Closing Date for Receipt of applications:** February 23, 2011 at 1700 hours

**To Apply:**

1. In their application packages, interested applicants **must** submit:
  - a complete USAID Employment Form, **AID/HR-EAF 08/08** , available in pdf format on the website:  
[www.usaid.gov/in/working\\_with\\_us/vacancies.html](http://www.usaid.gov/in/working_with_us/vacancies.html)
  - a resume
  - a brief table not to exceed 2 pages(see the bottom of this announcement) that highlights how the candidate's qualifications relate to each of the criteria highlighted above: education, experience, duties, language, knowledge, and abilities and skills.

Applications not submitted in the specified form will not be accepted.

2. Submit **print copies** of applications to:  
Human Resources  
United States Agency for International Development  
U.S. Embassy  
Shantipath, Chanakyapuri  
New Delhi – 110 021

**Or**

**Electronic Submission to:** [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

3. Applicants must specify the advertisement number and position title in Column 1 of the Employment Form. Applications without reference to a specific advertisement number will not be accepted.

**Notes:**

FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability or sexual orientation. Due to a high volume of anticipated applications, only short listed candidates will be notified.

**Summary Sheet**  
**USAID Program Management Specialist (Forestry/Sustainable Landscapes)**  
**Advertisement No. : USAID/11-02**

Applicant name: \_\_\_\_\_

Position Criteria	Candidate's Summary
<p><b>Education.</b> Minimum of ten years of progressively responsible professional-level experience in the environmental sector, which should have included research in the economics of environmental management, environmental policy analysis, environmental development program administration, and/or business development in the environmental sector, is required. A significant portion of this work should have been performed in working for USAID, other donor agencies, GoI organizations, or private-sector institutions, which included a strong research component, project design, performance monitoring, and/or the analysis and interpretation of large amounts of data. Recent experience in the area of environmental program/project development, as applied to economic growth and economic reform programs for improving environment management, is highly desirable.</p>	
<p><b>Prior Relevant Work Experience.</b> Minimum of ten years of progressively responsible professional-level experience in the environmental sector, which should have included research in the economics of environmental management, environmental policy analysis, environmental development program administration, and/or business development in the environmental sector, is required. A significant portion of this work should have been performed in working for USAID, other donor agencies, GoI organizations, or private-sector institutions, which included a strong research component, project design, performance monitoring, and/or the analysis and interpretation of large amounts of data. Recent experience in the area of environmental program/project development, as applied to economic growth and economic reform programs for improving environment management, is highly desirable.</p>	
<p><b>Language Proficiency.</b> Fluency in speaking, reading and writing English and Hindi.</p>	
<p><b>Knowledge.</b> The Specialist must have substantial grasp of environmental policy issues, and the institutional factors constraining improved environmental management, forestry/reforestation, and climate change mitigation in India; demonstrated coordinative and organizational skills for application within multi-cultural work environments, ideally in an international development assistance setting; and, the ability to manage multiple tasks simultaneously, and to work effectively under pressure. The work requires application of exceptional conceptual, analytical, and reasoning skills, as well as the ability to analyze large amounts of disparate information, and use that</p>	

<p>information to target a variety of audiences. Experience performing at high levels, with minimal supervision and daily direction, and a strong sense of initiative is required.</p>	
<p><b>Abilities and Skills.</b> The Specialist must have excellent verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior-level GoI officials, and with public and private organizations, such as primary USAID technical Contacts in the development area. The Specialist must have the ability to undertake analysis and understand complex and multi-sectoral programs; the ability to work under pressure and quickly produce results; and be sensitive to USAID relationships with the GoI, other donors, the Embassy, and private and public organizations.</p> <p>Verbal communication skills are also used to explain and interpret GoI attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, counterparts, and peers. Excellent writing skills are required in order to prepare regular and ad hoc reports, documentation of program impacts, and briefing papers. Good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, the development of periodic work plans. Skill in USAID programming, policies, and plans, and in developing strategies for implementing recommendations is required. The ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters, is necessary. The work requires good computer skills in order to complete assigned activities and to achieve set goals and achievements.</p>	